



## City of Wenatchee

Public Records Officer · 129 South Chelan/P.O. Box 519 · Wenatchee, WA 98807  
Phone (509) 888-6204 · Fax (509) 888-6274 · email: [cityclerk@wenatcheewa.gov](mailto:cityclerk@wenatcheewa.gov)

### REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

#### INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at the address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

#### SECTION A: FOR CITY USE ONLY

Date:

Department:

Request Received By:

This completed form is an open public document and may be released to any requestor.

#### Section B – Requestor/Records Request Information

Requestor Name:	Phone Number:	Email Address:	
Address:	City:	State:	Zip:
I wish to: <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific record(s):		Request made: <input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> by fax <input type="checkbox"/> by mail <input type="checkbox"/> by email  Attach request if applicable.	
If record(s) concern individual(s) other than requestor, please state name(s):		If this request is for a list of individuals, is the list to be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Requestor		Date of Request	

### Section C – City of Wenatchee Response

- ☐ ALLOW ACCESS - Charge is \$ .15 for each black and white photocopy
- ☐ WE DO NOT HAVE THE RECORD(S)
- ☐ DENY ACCESS - The records you have requested are legally exempt from public disclosure by the following authority:

### Section D – Requestor Notification

Person contacted:

Date:

Time:

- ☐ by mail      ☐ by phone
- ☐ in person    ☐ by email

I made the City's final response as stated:

Signature: